

SELF-CERTIFICATION **INSTRUCTIONS**

The Self-Certification form on the succeeding page is acceptable as a **LAST RESORT** for verification of the WIA applicant information detailed in Items 1 through 4 below.

NOTE: The Self-Certification form must be signed by a corroborating witness acceptable to the Local Workforce Investment Area, who will attest to the information contained in the Self-Certification form.

(1) ADDRESS

An applicant statement with a corroborating witness may be used to verify address if no other form of verification is available showing the applicant's address.

(2) NO ESTABLISHED RESIDENCE - HOMELESS/TRANSIENT

Self-certification is acceptable for verification of homelessness or transience. A homeless or transient individual is an adult or youth who has no street or rural route address, and includes those individuals residing in shelters specifically intended for homeless or transient individuals.

(3) HIGH SCHOOL GRADUATION

An applicant statement or attestation is acceptable verification if no other form of verification is available.

(4) DISPLACED HOMEMAKER

Self-certification is acceptable verification that an individual is the spouse of someone who has lost their job and the family's source of income.

(5) RUNAWAY

Self-certification is acceptable verification if no other form of verification is available.

(6) OFFENDER

In limited cases an applicant statement is acceptable verification if no other form of verification is available.

(7) PARENTING YOUTH

In limited cases an applicant statement or attestation is acceptable verification if no other form of verification is available.

(8) SUBSTANCE ABUSE

An applicant statement is acceptable verification if no other form of verification is available.

(9) FAMILY SIZE

Self-certification is acceptable verification that an individual lives Independently, or in a household with one or more additional individuals.

(10) INDIVIDUAL STATUS/SELF-SUPPORTED

Self-certification is acceptable when an individual claims (a) he/she lives independently and is not dependent upon the income of another person; or (b) the individual, though residing in a household with others, is not dependent upon the income of other residents in the household. In the case of (a) or (b), the individual must produce documentation indicating his/her source of support.

(11) PROOF OF UNEMPLOYMENT/LACK OF INCOME

Self-certification is acceptable when an individual claims not to have been employed during the six (6)-month period prior to eligibility.

Self-Certification Form

I, _____, HEREBY CERTIFY _____

If individual cannot obtain a satisfactory witness or provide a telephone contact, explain above.

I attest that the above information is true and accurate and understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination.

INDIVIDUAL'S SIGNATURE/DATE

CORROBORATING WITNESS
SIGNATURE

WITNESS'S RELATIONSHIP TO INDIVIDUAL

FOR OFFICIAL USE ONLY

The above individual statement is being used to document the following eligibility criteria:

SIGNATURE OF CERTIFYING OFFICIAL/DATE _____